

Policy Title: Travel Policy- Board Expense Claims	Policy Number: 017-JBG	Pages 2
Date: September 29 th 2022	Supersedes: September 27 th 2018	
Cross Reference: 002-ADM SJHH Travel and Expense Policy SJHH, SJHC, SJVD Administrative By-Laws (documents available on the Board portal)	Issuing Authority: St. Joseph's Hamilton Joint Boards of Governors (JBG)	
Policy Sponsor : SJHH Office of the President	Policy Author: Senior Manager Office of the President	

1.0 Purpose

To provide parameters for reimbursement for out-of-pocket travel expenses of members of the JBG, members of standing or other JBG committees, and others who may from time-to-time be called upon to travel in connection with service to the JBG.

2.0 Policy

- 2.1 Accommodation:** Single room hotel accommodation will be reimbursed. When accompanied by a spouse, the member must determine if there is an added cost of double occupancy and make the appropriate reduction on the hotel bill submitted for reimbursement.
- 2.2 Meals:** The member's reasonable out-of-pocket costs for personal meals will be reimbursed consistent with current SJHH Travel & Expense Policy [002-ADM](#).
- 2.3 Transportation**
- 2.3.1** The mode of transportation chosen - air, train or car – should be that which enables the member to attend to JBG business with the least cost to the JBG consistent with the least amount of interruption to the member's regular business and personal schedules.
- 2.3.2** If travel is by automobile, reimbursement for mileage will be consistent with current SJHH Travel & Expense Policy [002-ADM](#)
- 2.3.3** Those not within convenient car distance will be reimbursed for economy airfare, or reserved rail fare, plus the costs of local transportation to and from terminals.
- 2.4 Miscellaneous items for Reimbursement**
- 2.4.1** Telephone – Necessary telephone calls occasioned by absence from home base.
- 2.4.2** Tips – Reasonable and necessary gratuities for service attendances and

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portage. Meal tips are to be included with meal claims.

2.4.3 Taxi Fares – Taxi or transportation services to and from air terminal or train station.

2.4.4 Parking – Charges incurred when a personal car is used to travel to and from the original airport. Parking at destination when travel is by car.

2.5 Approval Authority

25.1 Resides with the Board Chair as per SJHH Policy 002-ADM

2.6 Receipts

2.6.1 Receipts must accompany claims where applicable. All claims should be submitted to the Office of the SJHS Senior Vice-President, Finance and Corporate Services

2.7 Posting of Expenses

2.7.1 As per the Freedom of Information and Protecting of Personal Privacy Act (FIPPA), all expenses for JBG members will be posted on the member organization's website.

3.0 Policy History: March 1st 2016; September 27th 2018; September 29 2022

4.0 Next Scheduled Review Date: September 2025

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